

Employee Self-Service

Personal Information Summary

The Personal Information Summary is a quick access page, which will allow employees within Employee Self-Service the ability to quickly review and navigate to update their Personal Information.

Important Reminders:

- Employees of Agencies that utilize the MassHR Employee Service Center (ESC) should contact the ESC with personal information related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use the ESC should contact their Agency Human Resources or Payroll Department with personal information related questions.

Personal Information Summary:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the SELF SERVICE link located in the menu box.
3.	On the SELF SERVICE page, click on the PERSONAL INFORMATION link.
4.	On the PERSONAL INFORMATION page, click on the PERSONAL INFORMATION SUMMARY link to access your Personal Information Summary page.

Step	Action
5.	<p>The PERSONAL INFORMATION SUMMARY page will display options in multiple tables. You can <u>review and update</u> the following information:</p> <p>Addresses Displays the Home and Mailing Addresses for review and allows quick access via the CHANGE HOME/MAILING ADDRESSES BUTTON to update the information present. Please Note: The Home Address is used when the annual W-2 mailings are sent out.</p> <p>Phone Numbers Displays the Phone Numbers for review and allows quick access via the CHANGE PHONE NUMBERS BUTTON to update the information present.</p> <p>Emergency Contacts Displays the Emergency Contacts for review and allows quick access via the CHANGE EMERGENCY CONTACTS BUTTON to update the information present.</p> <p>Ethnic Groups Displays the Ethnic Groups for review and allows quick access via the CHANGE ETHNIC GROUPS BUTTON to update the information present.</p> <p>Note: For a more detailed information on how to edit/change/delete any of the above Personal Information, please refer to the following Job Aids on the Employee Self-Service Online learning and Support Tools: Employee Self-Service: <i>Updating Personal Information</i> (For Home/Mailing, Phone Numbers, and Emergency Contacts) Employee Self-Service: <i>Updating Race or Ethnicity</i> (For Ethnic Groups)</p>

Step	Action
6.	<p>The PERSONAL INFORMATION SUMMARY page will also display additional information in tables that are available for review only. You will be unable to update this information with Employee Self Service. In order to update Personal Information that is <u>view only</u>, please contact the MassHR Employee Service Center or your Agency Human Resources or Payroll Department.</p> <p>Email Addresses Displays the present Email Addresses within HR/CMS. Note: This is a separate email address than the Employee Self Service email. To update your Employee Self Service Email, proceed to the My System Profile Link and follow the steps outlined in the Employee Self-Service: Employee Self-Service Password and Profile Setup Job Aid.</p> <p>Marital Status Displays the Martial Status of the Employee. Note: This is not the same status that is used on the W-4/M-4 tax filings.</p> <p>Employee Information Contains the following employee information for review only:</p> <ul style="list-style-type: none"> • Gender • Date of Birth • Social Security Number (masked for security reasons) • Smoker • Date Entitled to Medicare • Military Status • Original Start Date • Highest Education Level